



## Education Reservation Sheet Harpers Ferry National Historical Park

Office Use Only

Word \_\_\_\_\_

Excel \_\_\_\_\_

Confirmation \_\_\_\_\_

To ensure timely processing of reservations, please fill out this form in its *entirety*.

**Also, please allow two weeks for processing of reservations.**

Please send copy of reservation form to: Education Reservations; Harpers Ferry NHP;

P.O. Box 65; Harpers Ferry, WV 25425

Or fax to: 304-535-5084 For questions call: 304-535-6456

### School Contact Information (Required)

Contact Name: \_\_\_\_\_

Group/School: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### Group Information

Grade Level(s): \_\_\_\_\_ # of Students: \_\_\_\_\_ # of Chaperones: \_\_\_\_\_

Any special needs? \_\_\_\_\_

Will you need lunch storage? \_\_\_\_\_

Date of Visit (please have 2 alternates): 1. \_\_\_\_\_

2. \_\_\_\_\_ 3. \_\_\_\_\_

Park Arrival Time: \_\_\_\_\_ Departure: \_\_\_\_\_

Type of transportation (please circle):

Charter Bus School Bus Car Van

Number of vehicles: \_\_\_\_\_

Please describe area of study relevant to park resource:

Please describe any learning objectives, concepts, or standards you would like included in your program:

### Tour Company Information

Contact Name: \_\_\_\_\_

Group/School: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

#### Self-guided Programs (Offered year round)

Materials for self-guided programs may be found at the following website:

<http://www.nps.gov/hafe/forteachers/selfguided.htm>

Self-guided tour \_\_\_\_\_ History Search \_\_\_\_\_ Scavenger Hunt \_\_\_\_\_

**Maximum group size per program is 35 students.** All groups will receive a 10 minute orientation at the beginning of the visit. Please select only **ONE\*** ranger-led program.

#### Seasonal Ranger-led Programs

(Offered April and May; October)

Descriptions of ranger-led programs may be found at the following website:

<http://www.nps.gov/hafe/forteachers/rangerguided.htm>

\_\_\_\_\_ Harpers Ferry Place in History (Grades 3-8, 1 hour;  
Grades 9-12, 1.5 hours)

\_\_\_\_\_ Journey through Freedom (Grades 2-4; 1 hour – on the hour only)

\_\_\_\_\_ Supplied for Survival (Grades 4-6; 1 hour)

\_\_\_\_\_ Black Voices (Grades 9-12; 1.5 hours)

\_\_\_\_\_ Incident at Harpers Ferry (Grades 4-12; 1 hour)

\_\_\_\_\_ Under Fire (Grades 4-12; 1.5 hours)

\_\_\_\_\_ Soldiers' Story (Grades 4-9; 1 hour – on the hour only)

\_\_\_\_\_ One Thousand Days (Grades 6-12; 1 hour)

\_\_\_\_\_ \*Trek the Trails (Grades K-12; 1-2 hours)

\_\_\_\_\_ Low \_\_\_\_\_ Moderate or \_\_\_\_\_ Strenuous Hike Difficulty

\* Trek the Trails is the only program offered in conjunction with another program.

Tour Days: Monday – Friday only

Tour Times: 9:30-2 (on the hour and half-hour)

Preferred time of program: \_\_\_\_\_

# Harpers Ferry

National Park Service  
U.S. Department of the Interior

Harpers Ferry National Historical  
Park



Dear Educator,

Thank you for your reservation! We look forward to your visit. To best facilitate your trip to Harpers Ferry National Historical Park, please review and acknowledge these policies and procedures. If at any time you have questions or concerns, you may contact reservations at 304-535-6456.

## *While at the park:*

- **Chaperones** – The adult chaperone to student ratio is a minimum of 1:10 (Grades K-10). Students are asked to be goodwill ambassadors when representing their schools in the park. Chaperones are asked to maintain appropriate student behavior during ranger-led programs and while exploring the park on their own.
- **Dress** – Most programs are presented outdoors and involve walking. Please prepare your students for the weather and the uneven streets and hills of Harpers Ferry.
- **Lunch** – Two picnicking areas are available in the park. Cavalier Heights picnic area is wheelchair accessible with several picnic tables. Hamilton Street picnic area is a grassy area adjacent to the Shenandoah River without tables. Lunch storage boxes are near by. Please deposit all trash in the proper receptacles. Garbage bags can be made available.
- **Restrooms** – Facilities are located at the Cavalier Heights Visitor Center and on Shenandoah Street in the historic Lower Town next to the park bookstore.

## *Education Programs:*

- **Ranger-Led Programs** - Meet at the flagpole outside of the Master Armorer's house, the Lower Town Information Center. Most programs are limited to a maximum of 35 students. We will divide larger groups to facilitate quality teaching and to accommodate the smaller sizes of 19<sup>th</sup> century historic homes and businesses.
- **Be on Time** – Our staff is limited and requests for programs are many. *If your group is more than 15 minutes late, your program may be canceled.*

## *Within the exhibits:*

- **Movie times** – A variety of media presentations are available in the park. Movies in the John Brown Museum and Place in Time play on the hour and half hour. Presentations in the Industry, Black Voices, and Wetlands museums play on a continuous basis.
- **Explore** - Smaller groups are best for museum and exhibit exploration.
- **Food** - Please keep food and drinks outside!

## *Safety:*

- **Rivers** – At times the rivers appear calm and peaceful. This is deceptive, however, as deep holes and swift undercurrents make them treacherous at any time of the year.
- **Traffic** – Roads through Harpers Ferry can be busy. Please use sidewalks and designated trails at all times!
- **Restoration** – Barricades and roped off areas indicate restoration and construction areas. Please ensure that students respect these boundaries.
- **NOTICE: Cap Guns** – **The use of cap guns, snappers, etc. is prohibited in the park (36 CFR 2.34). Shops adjacent to the park do sell these items. Please be aware that these items may not be discharged on park property.**

***Resource Protection:***

- **Cultural Resources** – Ruins and remnants of buildings and walls are found throughout the park. These areas are significant, unique and fragile resources. Please share these areas with your students through observation only. Please do not allow them to walk, sit or stand on these remains. Occasionally artifacts (glass, pottery, etc.) are found on the ground. *Please do not pick up or remove these items.* It would be a great assistance if students notify the park rangers as to the location of the item(s).
- **Natural Resources** – Abundant wildlife, flora and fauna, can be found throughout the park. Vegetation, although pretty or unusual looking, should be left where it is found. Various wild animal species live in the park. *We ask that you remember while some may seem tame; they are indeed wild. Please refrain from feeding these animals or leaving lunch remains/trash where they can get to it.*
- Share with your students that this is ***their*** National Treasure! **We ask students to practice *Leave No Trace* values by respecting and caring for all archeological sites, monuments, statues, plants and wildlife.** Reporting of any concerns to a Park Ranger will help protect this sacred place.

I have read and understand the park policies and procedures for Harpers Ferry National Historical Park and I will abide by these policies and procedures.

\_\_\_\_\_  
Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date(s) of visit

**This sheet must be returned with your reservation sheet.**